

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES**  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, November 1, 2021 ~ 6:00 pm

Note: This was a combination VIRTUAL and in-person meeting with members attending via Zoom Video Conferencing and in-person

Members present: Don Jamison, Paula Cote, John Roux, Amy Sevigny

Student Reps present: None

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cheryl Fournier, Business Manager  
Bethany Lambert, Curriculum Director  
Melinda Williams, SHS Ed Tech  
Kristy Richards, Behavior Interventionist

A. Call to Order Time: 6:00 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. Monday, October 18, 2021, Executive Session, 4 pm
2. Monday, October 18, 2021, Executive Session, 5 pm
3. Monday, October 18, 2021, Regular Meeting, 6 pm
4. Monday, October 25, 2021, Workshop, 5 pm

Motion by Mr. Jamison: **To approve the minutes as presented.**

Motion seconded by Mr. Roux. Motion carried 4 – 0.

E. Public Comments

F. Communications None

G. Committee Reports

1. Construction Projects
  - i. SHS/SRTC
    - i. 11/4/21 meeting with legal counsel, Maine DOE to discuss upcoming arbitration with sub-contractor
    - ii. December 1 and 2, 2021 – sub-contractors will be on site to test/adjust tripping issues with handling units
  - ii. Sanford Middle School
    - i. Multipurpose room flooring will be fixed during December break
    - ii. Rec'd credit to self-perform work on 15x2 window

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- iii. Greenhouse sewer backup determined to be paper towel blockage, not an installation issue
- iii. Pride Elementary
  - i. Booster heater ordered for dishwasher
  - ii. Self-performing other issues including card reader and door hardware

## H. Superintendent's Report

1. Student Representative Reports - none
2. Field Trips
  - i. SRTC SkillsUSA Leadership Meeting in Augusta on 10/29/21
3. RISE Award nomination (Melinda Williams)
  - i. This is a state award to recognize a school employee providing exemplary service to students
  - ii. Sanford School Department nominated Melinda Williams for her kindness and compassion; some of Melinda's school involvement include Cinderella's Closet, class advisor, Friday detention, volunteer
4. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
  - i. Supt. Nelson reviewed updated Maine CDC Standard Operating Procedure surrounding masking, testing and quarantining
  - ii. Preliminary planning underway for COVID-19 Immunization Clinics for children ages 5-11; also working on a virtual informational session with Southern Maine Health Care
  - iii. Superintendent Nelson reviewed statistics for York County including number of positive cases to date, student vaccination rate and staff vaccination rate
  - iv. Sanford has the most positive cases to date with a student vaccination rate of 55-59% and a staff vaccination rate of 80%
  - v. Parent-Teacher Conferences in November will be held via Zoom
  - vi. Students, staff and community encouraged to get vaccinated and/or sign up for pooled testing
5. Support and Transition - Kristy Richards, CJL Behavior Coach Grades K-4
  - i. Mrs. Richard reviewed the following elementary elements:
    - duties of a Behavior Coach
    - philosophy of Student Support Rooms
    - strategies and interventions
6. MSMA Conference Update
  - i. Virtual Conference; recorded for future access
7. Positive News for 11.1.21 reviewed

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I. Directors' Reports

- 1. Business Manager Cheryl Fournier
  - i. Reserves
    - \$630,184 to be moved to reserves
      - 1. \$363,293 special education
      - 2. \$ 32,572 capital
      - 3. \$234,319 health insurance
    - Vote will occur at next regular meeting
  - ii. ESSR funds
    - ESSR1 – “CARES” funds – approved and partially used
    - ESSR2 – elementary – approved
    - ESSR3 – secondary – submitted, approval pending

J. New Business

- 1. Pre-K Grant – Steve Bussiere
  - i. Workshop held 10/25/21
  - ii. Grant opportunity – American Rescue Plan; grant application due 11/2/21
  - iii. For 2022/2023 school year (one year)
  - iv. To expand or implement public, high quality pre-kindergarten programs
  - v. Awards will be finalized in February 2022
  - vi. 64 slots currently; proposing 96 slots
  - vii. Expansion Grant Request \$318,300 including staff, furniture, supplies and transportation for \$2022/2023
  - viii. Estimated local funds necessary for 2023/2024 are \$162,000 - \$200,00
  - ix. Potential grant opportunity to further expand
  - x. Sustainability is a concern and focus

Motion by Mr. Roux: **To approve the Pre-K Grant application as presented.**

Motion seconded by Mr. Jamison. Motion carried 3 – 1(Jamison).

K. Old Business None

L. Resignations

1. Superintendent Nelson announced the following resignations:

Barry, William	Special Education ETIII	CJL	Withdrawn
Bell, Kaylyn	Literacy, Gr 1 ETII	MCS	Eff. 10/28/21
Maxwell, Heather	Grade 1 Teacher	Pride	Eff. 11/5/21

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## M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

Dayton, Sarah	Library ETI	SMS	Replacement	Eff. 10/25/21
Jacques, Sydney	ETI	CJL	Replacement	Eff. 10/25/21
Toth, Matthew	ETIII	SRTC	New	Eff. 10/22/21

## N. Staff Transfers

None

Carlson, Jerry	From 2 <sup>nd</sup> shift SHS custodian	To 2 <sup>nd</sup> shift Pride custodian	Replacement	Eff. 11/8/21
Frechette, Marie	From 4.25 hours/day Foodservice at Pride	To 5.0 hours/day Foodservice at SMS	New	Eff. 10/18/21
Hayday, Chris	From SHS Support/Transition ETIII (temporary)	To SHS Social Studies Teacher (temporary)	Replacement	Eff. 10/2/21

## O. Staff Nominations:

None

## P. Policies

None

## Q. Items for Future Agenda(s)

## R. Calendar Announcements

Thursday, November 4, 2021	School Committee – Joint Meeting with Acton School Committee	4:00 pm	Acton Elementary School
Monday, November 15, 2021	School Committee Regular Meeting	6:00 pm	<i>Tentative</i> : City Council Chambers and via Zoom
Monday, December 6, 2021	School Committee Regular Meeting	6:00 pm	<i>Tentative</i> : City Council Chambers and via Zoom
Monday, December 20, 2021	School Committee Regular Meeting	6:00 pm	<i>Tentative</i> : City Council Chambers and via Zoom

Additional dates announced:

- Saturday/Sunday – 11/6 and 11/7/21 – SHS play “Almost Maine” at SPAC
- Saturday, 11/13/21 – Buddy Holly Story at SPAC
- Tuesday, 11/9/21 – SRTC College and Career Fair
- Wednesday, 11/3/21 – Sanford Legacy Foundation – 4 pm
- Friday, 11/5/21 – SRTC Advisory Committee – 9 am
- Monday, 11/8/21 – SHS/SRTC Schedule Advisory Committee – 2:30 pm

## S. Adjournment

Motion by Mr. Roux. **To adjourn Regular Meeting at 7:41.**

Motion seconded by Mr. Jamison. Motion carried 4 – 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent